

Bulletin Number 31869BR
Type of Recruitment Open Competitive Job Opportunity
Department Mental Health
Position Title MENTAL HEALTH SERVICES COORDINATOR II
Exam Number 28149B
Filing Type Open Continuous
Filing Start Date 02/19/2014
Salary Type Monthly
Salary Minimum 4808.00
Salary Maximum 6306.00
Position/Program Information **FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED.**

Essential Job Functions Provides highly responsible administrative staff support for the planning, coordination, and implementation of mental health services and legal requirement with public, private and community agencies.
 Coordinates legally mandated site reviews of psychiatric facilities by staff to insure the protection of patients' rights.

Evaluates the implementation of mental health laws in psychiatric treatment facilities.

Develops placement resources for mentally disordered adults and children, and coordinates placement planning with appropriate agencies.

Requirements **Selection Requirements:**
Option I: One year's experience as a Mental Health Services Coordinator I* in the services of LA County.
Option II: A Master's degree** from an ***accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and four years' post-degree experience in ****community mental health work or in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program, two years of which must have included administrative responsibility in a *****staff or supervisory capacity.

Option III: A Bachelor's degree** from an ***accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in ****community mental health work or in the delivery of mental health services in an inpatient psychiatric setting, three years of which must have included administrative responsibility in a *****staff or supervisory capacity.

	<p>Applicants must complete and submit a mandatory Supplemental Questionnaire as an integral part of their application. The link to the Supplemental Questionnaire Form is located in the "Application and Filing Information" Section below.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	California Class C Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*To qualify, applicants must have County status in the class, as evidenced by holding or have held such payroll title. NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED.</p> <p>** In order to receive credit for any college coursework or any type of college degree such as bachelor's or master's degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the areas of specialization, at the time of filing or within 15 calendar days from the filing date.</p> <p>****Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.</p> <p>*****Staff capacity is defined as work in an advisory capacity to line managers to provide program and administrative support.</p>
Accreditation Information	<p>***Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u>.</p>
Examination Content	<p>This examination will consist of an evaluation of your education and experience based on information provided on application and supplemental questionnaire, weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher to be place on the Eligible Register.</p>
Special Information	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health.
Eligibility Information	The names of the candidates receiving a passing score on this examination will be placed on the eligible register in the order of their score group for a period of (12) months following the date of

promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

Available Shift

Any

Job Opportunity Information

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. **FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED.** This examination will remain open until the needs of the services are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Fill out your online **application and Supplemental Questionnaire** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

Click on the link below to access the Supplemental Questionnaire :

http://file.lacounty.gov/dhr/ehr/cms1_209598.doc

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Questionnaire, Diploma, Transcripts, Resume and/or additional examination related documents, etc.,) as attachment(s) at the time of filing or within 15 calendar days of on-line filing. Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to cyeung@dmh.lacounty.gov at the time of filing or within 15 calendar days of on-line filing. Please include examination number and examination title.

**County of Los
Angeles
Information**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may

leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Celia Yeung
Department Contact Phone	213-637-4596
Department Contact Email	cyeung@dmh.lacounty.gov
ADA Coordinator Phone	213-738-2823
Teletype Phone	800-897-0077
California Relay Services Phone	213-738-2057
Alternate TTY Phone	800-899-4099
Job Field	Health Other
Job Type	Paraprofessional